

Statement of Deficiencies

5305-H: Children's Daily Attendance Findings/Corrections

Not Met

Incomplete Daily Attendance Log 5305.H. The daily attendance log for children did not include [time in and time out is not consistently recorded in 3 of the 4 class rooms.]. The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released. This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

5311-A: Personnel Records Findings/Corrections

Not Met

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for [3] staff.

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for [1] staff.

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for [3] staff. Documentation of submission [was] available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another. ALL THREE STAFF WERE HIRED 11/16/05

5312-A: Orientation Training Findings/Corrections

Not Met

No Orientation Training 5312.A. Provider lacked documentation that[3] staff received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the required topics: orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

5321-A: Medication Training Findings/Corrections

Not Met

5321.A. The staff person administering medication did not have documentation of training in medication administration.

5333-F: Vehicles Visual Check Findings/Corrections

Not Met

Incomplete Visual Check Documentation 5333.F. The Provider's documentation of the vehicle check was incomplete and did not include the [time of visual check and the signature of staff conducting the visual check]. Complete documentation includes the signature of the person conducting the visual check and the time the vehicle was checked for each loading and unloading of children.

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5335-E: Attendance Record

Not Met

Findings/Corrections

Incomplete Attendance Record 5335.E. The transportation attendance record documentation was incomplete as it did not include: [time of drop off and full name of the person the child is released to]. Transportation is [daily to and from the center]. A complete record includes the driver's name, the date, name of all passengers(children and adults) in the vehicle, the name of the person to whom the child was released, and the time of the release.

5335-F: Visual Check of Vehicle

Not Met

Findings/Corrections

Incomplete Documentation of Vehicle Visual Check 5335.F. Documentation of the visual check of the vehicle was incomplete as it did not include the [time of the visual check and the signature of the staff completing the visual check]. Complete documentation includes signature of the person conducting the check and the time the vehicle was checked.